



The Schedule II Network (TSTN) in the Toronto District School Board is committed to providing leadership in supporting the personal, professional, and operational needs of our members as they establish networks and pursue their quest to offer quality service that promotes the success of our students and staff.



*The Experience That Makes a Difference... **Be Part of it!***

Message from the **TSTN** Executive

It is hard to believe that we are concluding another school year when it feels like we have just begun! Like any other year, we started with many goals and much optimism. It is my hope that some of those goals were accomplished and the optimism hasn't faded. The TSTN Executive applauds all Schedule II for leadership and resilience every day, in every situation. We are grateful to those who are seen and those behind the scenes, your contributions matter!

As TSTN continues to support your professional growth and continues to represent all your interests in many different ways, we are happy to highlight the following accomplishments for this year:

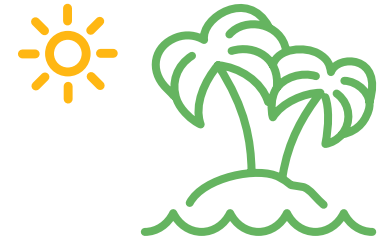
1. **Updated Ts & Cs with the inclusion of:**

- Probationary period for Schedule II, Levels 7-12, reduced to nine (9) months
- Civil Liability and Indemnification provisions amendments
- Miscellaneous, Bereavement, Quarantine, Sick Leave and Statutory Leaves updated to reflect current practice
- Addition of a Dispute Resolution process
- Enhancements to the termination and severance provisions
- Scope of Terms to be reviewed every four (4) years
- On-going commitment for consultation on the development of protocols and communication

2. **Refocus on our Strategic Planning**

3. **Budget webinar collaboration and pulse survey.** Many of you participated and provided excellent feedback. One common theme was the need for more frequent communication of this nature to the group. In addition to these accomplishments, membership has grown to over 350 members representing 50% of all Schedule II employees - the highest membership in TSTN's history! With your ongoing support, we hope to continue increasing this number to strengthen our network and improve our services.

Again, thank you for your exceptional contributions and your continued support in helping to make the TDSB an Employer of Choice! The TSTN would like to wish everyone a safe, enjoyable and relaxing summer.



TDSB Vendors and Discounts

Need help planning your summer activities? Whether you're enjoying free time in the city or abroad, here's a list of locations and activities, which offer special discounts to TDSB staff:

Looking to get away? Connect with [Uniglobe Bon Voyage Travel](#) for discounts on your traveling destinations. Uniglobe can also help you with your car rental needs. If you're flying out of Pearson Airport and planning on leaving your car there, be sure to reach out to [Park 'N Fly](#), for exclusive staff discounts on parking rates.

Heading over to our neighbour province, Quebec?

Why not visit the Cirque du Soleil while you're there? The Old Port in Montreal is featuring [ECHO](#), with tickets at a special discount for TDSB staff.

Planning on a staycation?

How about enjoying some great food and entertainment. Start with a delicious meal at [Mikey's Smash Burgers](#) or [Union Chicken](#), where they offer unique discounts to TDSB staff. End the meal with a fantastic show at the [Royal Canadian International Circus](#) playing throughout the city –

Etobicoke, Scarborough, Pickering, Brampton, Mississauga and Burlington. Or if you want the feel of travel but you're not ready to board the plane just yet, visit [uFly](#), and virtually travel the world on a dime.

Looking to increase your fitness over the summer and still stay outdoors?

How about a round of golf? Get your [Golfer's Redbook](#) for discounts at over 75 golf locations in Ontario. If you'd rather keep the fitness indoors, then consider [Wynn Fitness](#) gyms, and keep those fitness goals going for the rest of the year.

After you're done burning calories, how about a little guiltless splurge with some Cheesecake Factory dessert?

Be sure to visit [Coveted Cakes](#) for a tasty treat at a discount!

Let's not forget gift-giving during the summer months.

Birthdays, anniversaries, housewarming - why not give a gift that keeps on giving? Use [FundScrip](#) to buy your gift cards and proceeds will go to the TDSB [Backpack and School Supply Drive](#).



Gardening Competition

We invite you to participate in our first TSTN Garden Contest.

How to enter:

1. Submit pictures of your garden along with your first and last name
2. Nominations will be open until July 31, 2023.
3. Submit to tstn@tdsb.on.ca

All five finalists will be awarded a \$25 gas card courtesy of Johnson Insurance.

The judges will be evaluating each garden under the following criteria:

- Visual Appeal
- Overall Design
- General Maintenance
- Originality: The WOW factor

Look out for our Fall edition, where we reveal the TSTN's Garden for 2023.





Take Time to Disconnect

As we officially welcome the summer months, TSTN wanted to remind our colleagues to take this opportunity to plan some well-deserved rest and relaxation by disconnecting from work. While many Schedule II staff continue to work throughout July & August, we're hopeful that you will have the chance to enjoy some time away from the office. We get it – these days, the term “disconnecting from work” gets thrown around a lot. So let's take a look at what that really means!

Do any of these sound familiar?

- Sometimes you're so caught up in an 8-10 hour workday that you forget to take a break or lunch.
- You spend your evenings or weekends trying to “catch up” on work, instead of devoting time to family, friends, self-care, or hobbies.
- You feel guilty when you do indulge in well-deserved rest.
- You tell yourself you should be doing something more productive with your downtime.
- You don't feel restored even after taking a few days off.

While we may feel like we're doing everything we can to stay on top of our workload, we could actually be at risk of overworking and heading down the path to burnout. Taking breaks and stopping work at a reasonable hour may seem like small steps on paper, but many people end up feeling haunted by guilt and self-criticism. So how do we overcome these challenges?

View Relaxation as an Investment

Some people may think this won't make any difference but hear us

out. Your brain is like a muscle and isn't designed to go full speed constantly. Just like the rest of your body, your brain needs time to recoup so it can grow stronger. Here's a quick tip – switch out “rest” for “recovery” which can feel to many people like a more active, purposeful process, which will remind you that your downtime is both meaningful and necessary.

Think About Your Team

Whether we realize it or not, people around us observe our actions. If we're responding to emails at all hours, they might feel compelled to do the same.

If we don't disconnect on vacation, they might not either. This is especially true if you're a leader – people look to you as a role model and will follow your behaviour. You set the expectations and norms for your team, so take a moment to consider how you may be contributing to an “always-on” culture at work.

Take It Slow

Ironically, when you rush into relaxation, it can be a shock to your nervous system. You've gone from being totally amped up to screeching on the breaks and your body can experience this as a withdrawal from the stress chemicals that your brain uses to get things done. This can result in you feeling anxious, fatigued, and panicked. Instead, ease yourself into taking breaks.

For example, block off your calendar so you can give yourself 15 minutes to decompress and reflect after each meeting. Try using some of your vacation days to take off one day a week for a month so you can enjoy a shorter work-week.

Share Some Expert Advice

There are a ton of resources available with tips and tricks to help you learn how to disconnect from work. We're going to share some at the end of this article, too. But sometimes, the best experts are the ones much more readily available – like your Schedule II colleagues!

This summer, we've created a different kind of survey, one that's designed to share and recommend the things we love, so that others can discover and explore along with us.

DIVE RIGHT IN!

Is Indiana Jones going to be this year's summer blockbuster? Or will you be glued to the TV, ready to binge watch the last season of Outlander? Maybe your plans involve a chilled beverage, the perfect armchair, and a book that you just can't put down. Click [here](#) to tell us how you'll be stepping away from work in your downtime and maybe pick up some new suggestions to put on that summer to-do list!

Putting it all Together

As our treasured colleagues and team members, TSTN extends an invitation to relaxation and restoration this summer. We all work diligently to invest our hard work into the TDSB and we hope that this newsletter encourages you to invest in some self-recovery, as well.

If you'd like to read more about disconnecting from work, including some of the resources that helped build this article, please check out [\[a\]](#), [\[b\]](#), and [\[c\]](#).



July 2023

NEWSLETTER

Summer Edition

ONE-T Message

On July 1, 2023, Canada Life will be onboarding a new client – with over 750,000 members. While new clients are part of Canada Life’s day-to-day business, we wanted to give you a heads up, since there is potential for delays given the expected higher call volumes and claims processing as this large group comes on board.

Tips for faster service

With the potential for a busier-than-normal summer, we have pulled together some tips that can help you get faster service. In fact, these are good tips to follow **any time!**

WHEN YOU’RE CALLING IN

- Have your plan and certificate numbers ready
- Try to avoid Mondays and Tuesdays (they are the busiest days for calls)
- Mornings are best – Canada Life’s agents are available starting at 8:00 a.m. ET
- If your inquiry isn’t urgent, send an email instead – this feature is available once you’ve signed into the **My Canada Life at Work** website or the app

SELF-SERVICE ONLINE

- Register for **My Canada Life at Work** to access self-service options such as:
- Submitting online claims
- Viewing coverage information, account balances and claims history
- Direct deposit – sign up to have your claims paid directly into your bank account
- Emails or texts – sign up to receive notifications when your claims have been paid

The **ONE-T website** is also a great resource if you’re looking for information about your benefits.



Check out the TSTN website (www.mytstn.com) for information about the Executive and other important initiatives. We encourage you to check the website often, as we will keep you informed on emerging matters and upcoming news and events.

Please connect with us by clicking ‘Contact’ on the website or email us at tstn@tdsb.on.ca if you have questions or inquiries.



Reminder MYSP Survey

TDSB is in the process of reflecting on and renewing the TDSB’s Multi-Year Strategic Plan (MYSP) and are seeking input from all members of the TDSB community, including staff, through an online survey. Gathering insights and input from staff is critical to ensure that we renew the MYSP in a way that considers and addresses their needs.

If you have not done so already, please consider **completing the [MYSP online survey](#)**

Engagement with staff will also continue in the fall through small group discussions.

To learn more about the various opportunities to contribute to the conversation, please visit the [MYSP Renewal Website](#).



ONLINE
www.mytstn.com



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